

DDA 86-

STAT

ROUTING AND TRANSMITTAL SLIP		Date
		12 AUGUST 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. CHIEF, REGULATORY POLICY DIVISION		
1105 AMES BUILDING		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE PREPARE THE ATTACHED ANNOUNCEMENT  
OF KEY APPOINTMENT TO KEY POSITION BULLETIN FOR  
THE DDA'S SIGNATURE. PLEASE DO NOT ISSUE UNTIL  
25 AUGUST 1986.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
HENRY P. MAHONEY	7D24 HQS
ADDA	

5041-102

US GPO 1983 O-381-529 (316)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DDA MEMO  
FILE: 1-2

## ROUTING AND TRANSMITTAL SLIP

Date

8 August 1986

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. ADDA

18 AUG 1986

2.

3.

DDA

21 AUG 1986

4.

5.

ADDA - This OK?

YES - A

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Hank,

Bill asked me to draft a notice announcing my new position. Attached is a first shot. Special Assistant for Liaison seems about right. In paragraph two, if principal officer doesn't appeal to you we might substitute "program manager" or leave out principal and say the officer.... Bill wanted you to see it first and make a recommendation.

Joyce let me go but  
don't have them issue till 25th -  
YES A

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name)

John

Room No.—Bldg.

Phone No.

5041-102

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